

**M e m o r a n d u m**

Date: March 24, 2008

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Sacramento Communications Center

File No.: 214.10987.10705.First Quarter Chapter Inspection

Subject: INFORMAL CHAPTER INSPECTION – FIRST QUARTER 2008

Sacramento Communications Center has completed an informal chapter inspection for the first quarter of 2008. The attached Chapter 11, Forms and Reports, inspection was completed on March 3, 2008, with no discrepancies or corrections.



S.W. CHAMPION, Captain  
Commander

*Safety, Service, and Security*

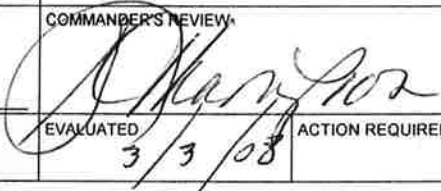
# AREA MANAGEMENT EVALUATION

## FORMS AND REPORTS

CHP 453L (Rev. 5-06) OPI 009

AREA 214	DIVISION Valley	NUMBER
EVALUATED BY Root / DeLa Forest		DATE 03/03/2008

**INSTRUCTIONS:** Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CORRECTION REPORT <input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 3.24.08
1. FIELD OFFICER REPORTS		EVALUATED 3/3/08	ACTION REQUIRED CORRECTED

a. Are there guidelines for the review of Field Officer Reports? ☒ Yes ☐ No

(1) Are supervisors informed/aware of deficiencies? ☒ Yes ☐ No

(2) Are review levels appropriate? ☒ Yes ☐ No

(a) Is the amount of time spent reviewing documents in balance with the need for document accuracy? ☒ Yes ☐ No

b. Processing and flow appropriate? ☒ Yes ☐ No

(1) Is the flow of office paperwork efficient? ☒ Yes ☐ No

(a) Is the office filing system clear to supervisors? ☒ Yes ☐ No

(b) Is there a proper system for refiling documents? ☒ Yes ☐ No

(2) Is there an organized system for submission of reports by officers? ☒ Yes ☐ No

(a) Is there an efficient system for handling incomplete reports? ☒ Yes ☐ No

(b) Are officers performing tasks which are more appropriately handled by clerical personnel? ☐ Yes ☒ No

c. Are traffic collision reports carefully reviewed? ☒ Yes ☐ No

(1) Who is assigned review responsibility? Appropriate field office

(a) Are review standards appropriate? ☒ Yes ☐ No

(b) Is coding proper? Is there an inordinate percentage of causes coded as unknown, other than driver, or other improper driving? ☒ Yes ☐ No

(2) Are procedures in place to ensure issuance of CHP 170, Notice to Victims of Violent Crimes? ☒ Yes ☐ No

(3) What is the percentage of investigations that result in enforcement action? 0%

(a) Are controls on accident investigation-related citations appropriate? ☒ Yes ☐ No

(b) General acceptance by the court and district attorney? ☐ Yes ☐ No

(4) Procedures for sale of report/photographs clearly understood by office personnel? ☐ Yes ☐ No

(a) Are copies of HPM 110.5, Collision Investigation Manual, revised as required? ☒ Yes ☐ No

(b) Is there a clear understanding of "party of interest" as related to the sale of investigation reports? ☐ Yes ☐ No

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d. Do employees have a clear understanding of when CHP 268, Potential Civil Litigation Report, is required? ☒ Yes ☐ No

(1) Are incidents adequately investigated/reported? ☒ Yes ☐ No

(2) Is the form reviewed/signed by the supervisor and commander? ☒ Yes ☐ No

(3) Is there a proper distribution of the completed form? ☒ Yes ☐ No

e. Who reviews arrest reports, CHP 202s, Driving Under the Influence Arrest-Investigation Report, and CHP 216s, Arrest-Investigation Report?

Sergeants

(1) Does the quality of review ensure acceptance by the court and district attorney? ☒ Yes ☐ No

(2) How are necessary corrections handled? When corrections are needed the supervisor will sit down with the officer and explain the corrections so there is a clear understanding of what needs to be changed and why.

f. Who reviews enforcement documents? Sergeants

(1) Are accountability procedures for CHP 215s, Notice to Appear, effective? ☒ Yes ☐ No

(2) Are books checked out in numerical order? ☒ Yes ☐ No

(3) Who is responsible for the assignment log for CHP 215s, Notice to Appear? Office supervisor

(4) Do employees understand policy as it relates to dismissal and voiding of enforcement documents? ☒ Yes ☐ No

(5) Is there a bulletin board for employee association items? ☒ Yes ☐ No

(a) Are proper procedures followed? ☒ Yes ☐ No

g. Who reviews activity reports? Sergeants

(1) Are CHP 415s, Daily Field Record, legible? ☒ Yes ☐ No

(2) Accurate? ☒ Yes ☐ No

(3) Are comparison evaluations done with enforcement documents and accident investigations? ☒ Yes ☐ No

**2. TIMEKEEPING**

EVALUATED

3/3/03

ACTION REQUIRED

CORRECTED

a. Is the error level for CHP 415s, Daily Field Record, within reasonable limits? ☒ Yes ☐ No

(1) What are the causes of the errors? N/A

(2) What corrections are needed? N/A

(3) Who is responsible for entering timekeeping information into MIS?

OFFICE ASSISTANT

(a) Has anyone else been cross-trained for this function? ☒ Yes ☐ No

b. Is the error level for CHP 71s, Attendance Report, acceptable? ☒ Yes ☐ No

(1) How often during the past year has Personnel Services Section notified Area of a needed correction? once a month

(2) What method is used for employees to record their own timekeeping during the month? Employees complete a CHP 415 which is converted to a CHP 71

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(a) Who reviews CHP 71s, Attendance Report, for accuracy? Office Services Supervisor and Commander

(b) Is anyone cross-trained for this function?

☒ Yes ☐ No

## 3. ADMINISTRATIVE REPORTS

EVALUATED

3/3/08

ACTION REQUIRED

CORRECTED

a. Is a system in place for collecting required data and ensuring reports are submitted by reporting deadlines?

☒ Yes ☐ No

b. Who is responsible for meeting report deadlines? Lieutenant

c. Is a suspense system in place to facilitate completion prior to due date?

☒ Yes ☐ No

## 4. LOCAL FORMS

EVALUATED

3/3/08

ACTION REQUIRED

CORRECTED

a. Are forms limited to necessary repetitive, routine office functions which are unique to the Area?

☒ Yes ☐ No

b. Is the collected information necessary for improved efficiency and effectiveness?

☒ Yes ☐ No

c. Could forms be adopted for Department-wide use?

☐ Yes ☒ No

d. Is the supply adequate?

☒ Yes ☐ No

e. Is a local forms log maintained by Area?

☒ Yes ☐ No

f. How are local forms reproduced (locally vs. Headquarters)? locally

g. Are local forms sent to Headquarters as per policy?

☒ Yes ☐ No

h. Are forms properly numbered?

☒ Yes ☐ No